

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
August 11, 2000

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Judicial Center on Friday, August 11, 2000 from 10:00 a.m. - 12:00 p.m.

1. Members present. Steve Platt, Tom Diller, John Kellam and Francis Gull, Chair.
2. Others present. Lilly Judson, Kurt Snyder, Jim Jezek, Andy Hutcherson and Brian Vargus.
3. Minutes approved. The minutes for the meeting on July 14, 2000 were approved.
4. Pilot study results. The committee looked at some problems with the number being entered on the forms. It is difficult when multiple numbers are listed in the same box, which identify different types of cases. The study instructions need to emphasize that entry of case types and types of actions be listed on separate line on the forms.
5. Time study forms. The Committee agreed to use the Non-related time sheet for the study. The Committee had some discussion on the usage and the differences between the judicial available time sheet and the non-case related time sheet. The Committee talked about Tax Warrant cases and decided no action in the time study. The Committee agreed to add CHINS cases to the time study form. The Infractions / Ordinance Violation forms is ok to go, the Committee members don't handle those cases, but identified the need to study those cases. The Committee also discussed the use of time to process Infractions and Ordinance Violations cases will have to be calculated on only those cases that judicial officers actually handle and not on the number of cases filed.
6. Draft letters to study participants. The Committee agreed to send out the letters to study participants as written. The Committee asked that Jeff Bercovitz also prepare a letter to send to the clerks to prepare them for the case audits that will be conducted by the Indiana University Public Opinion Laboratory.
7. Presentation of weighted caseload in French Lick. Judge Gull will present the weighted caseload methodology at the early bird session
8. The Committee agreed that letters need
9. Future meeting dates. The committee agreed to meet Friday, August 25, 1:00 p.m.- 4:00 p.m.; Thursday, September 21, 12:00 noon at the Judicial Conference in French Lick; Friday, October 27, 1:00 p.m.- 4:00 p.m.; Friday, December 8, 1:00 p.m.- 4:00 p.m. after the judicial conference that day. The committee agreed to begin bringing lunch for the meetings in 2001

and meet on Friday, January 26, 2001, 12:30 p.m. - 4:00 p.m.; Friday, February 23, 2001, 12:30 p.m. - 4:00 p.m.; Friday, March 23, 2001, 12:30 p.m. - 4:00 p.m.; and Friday, April 27, 2001, 12:30 p.m. - 4:00 p.m.

Respectfully submitted,

Jeffrey Bercovitz, Director
Probation and Juvenile Services